



United States Department of State

U.S. Embassy Pristina

**VACANCY ANNOUNCEMENT**

**08/2009**

**OPEN TO:** US Citizen Eligible Family Members (USEFMs) – All agencies  
Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies

**POSITION:** RSO Administrative Assistant

**OPENING DATE:** August 20, 2009

**CLOSING DATE:** September 11, 2009

**WORK HOURS:** Part - time: 30 hours/week

**SALARY:** Not - Ordinarily Resident (NOR): FP - 08 (\$15.60 per hour)

**LENGTH OF HIRE:** Temporary position

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The U.S. Embassy in Pristina is seeking an individual for the position of **ADMINISTRATIVE ASSISTANT** in the RSO (Regional Security Office).

**BASIC FUNCTION OF POSITION**

Drafts and prepares all types of correspondence such as investigation requests, criminal records check requests, correspondence, cables, reports, letters, telegrams, routine correspondence, briefing books as required. Schedules and arranges outside visits for section officers and their official visitors; maintains calendar for section as requested. Receives visitors and callers; coordinates responses, takes messages or transfers to the appropriate person. Coordinates RSO VIP visits including transportation, expeditor services, meeting rooms, supplies, computers, cell phones.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office (Nirvana Building, Third Floor)

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**EDUCATION:** Completion of secondary school is required.

**EXPERIENCE:** Two to three years of secretarial experience is required.

**LANGUAGE:** English level 4 (fluency in reading/speaking/writing)

**KNOWLEDGE:** Must have good knowledge of the RSO organization. Must know RSO regulations on how to handle sensitive and classified material. Must have good knowledge of the local security forces.

**SKILLS & ABILITIES:** Must have good computer and communication skills.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a TOP SECRET security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:**

- 1-Email to: [HROPristina@state.gov](mailto:HROPristina@state.gov); [KelmendiAA@state.gov](mailto:KelmendiAA@state.gov); OR
- 2-Fax them to: 381-38-548-616, OR
- 3-Hand deliver to: U.S. Embassy Pristina, Human Resources Office, Pristina, Kosovo

## **DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - US Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority.
2. EFM: An individual related to a US Government employee in one of the following ways:
  - Spouse;
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: September 11, 2009, BY CLOSE OF BUSINESS**

**The US Embassy in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**